



REQUEST TO INSPECT OR COPY PUBLIC RECORD

Date of Request: _____

Name of Requesting Party: _____

Mailing Address: _____

Records Requested: (Please be specific)

Pursuant to Government Code Section 6256 the City will determine whether to comply with this request within 10 days unless there are unusual circumstances requiring a longer period of time. The Requesting Party listed above will be notified of the determination by mail to the address listed above.

Before copies of documents will be provided, a fee of \$.10 cents per page will be required.